

## DISTRICT OF COLUMBIA COURTS

Budget and Finance Division
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## ELECTRONIC LEGALVOUCHER REQUEST SUBMISSIONS CJA/CCAN ATTORNEYS:

The Defender Services Branch is proud to announce the deployment of the latest feature to the Web Voucher System.

Beginning November 18, 2010, all legal voucher requests should be submitted using the electronic legal voucher feature in the Web Voucher System.

The last day to submit any emailed (PDF) legal voucher request(s) forms will be COB on November 17<sup>th</sup>. We will no longer accept any emailed legal requests thereafter.

No email attachments will be deliverable to the address: webvoucherhelp@dcsc.gov

Between now and the 17<sup>th</sup> *please* review the primer for the <u>new</u> <u>electronic legal voucher request feature</u> in the **Notifications** area on the WVS log in page. The primer has detailed step by step instructions of how to use the new features.

We thank you for your continued support and cooperation as we constantly improve and upgrade the functions of the Web Voucher System to enhance user ability.